

OPERATION ORGANIZATION ON THE HOMEFRONT

Helping you bring peace and order to the physical place you live— as you plan, strategize, and document your victories of organization.

By Erica Morrison

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OVERVIEW

Congratulations! I believe you bought this book because you desire to tackle the places in your house where disorganization and mess have taken over for too long!

You are hoping for victories over the mess and I want to cheer you on with every effort! Consider this book a fun and doable way to recover order -step-by-little-step.

You'll get an overview and vision for what you want to accomplish, plan out your "organizational" attacks, and implement them in a timely fashion. Soon you'll be seeing progress on your homefront.

As a recovering "messy mom" myself, this home organization thing is not my forte. I do enjoy envisioning, planning, and goal-setting, though, so this e-book is my effort to make organization more fun and doable for me—and hopefully you, as well.

Organization on my home-front seems more possible with every plan I make and little step I take. I plan to document some of my past messes and current victories and I'd love for you to do so as well—send me an e-mail with your before and after photos, if you like:

passionfruitfullife@gmail.com

NOTE: Even though I created this workbook to look like a military project planner, I want you to know that I'm mostly a pacifist at heart. Although I do think the military is important to help bring and maintain peace, assist in emergencies, and at times step in when no other alternative seems doable, I don't want to advocate unjust violence. I hope the military theme of this workbook puts a fun "aggressive" and "tactical" spin on cleaning and organizing, which I think is something I need at times.

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SOME TIPS I LEARNED AS I TACKLE MY HOME ORGANIZATION PROJECTS:

A. Something that worked for me was to tell myself I only have to organize for 15 minutes; if I end up working longer, great; but if I only do the 15 minutes, that's also great—I've made progress and reached my daily goal :)

B. I enjoy using a check sheet and writing my goals for how often I want to organize my house and for how long each time. I've currently set my goals for organizing for 15 minutes/ 5 days a week (that's in addition to regular cleaning, which I've also set at a minimum of 15 minutes/day). This helps to make it a consistent expectation for me. Feel free to use my free [Monthly Habit Tracker](#)—it has often worked well for me (click this [link](#) to get it).

C. When sorting through too much stuff, if you decide to keep one thing (eg. book), decide on one thing to give away or sell (eg. another book to thrift store)

D. You can get great ideas from blogs and websites by people who are experts in the area of organizing (can you believe it--some people love cleaning and organizing!).

E. In my case, I realized not only did I have way too much stuff (including papers), but I didn't have places to put what I did want to keep in a dignified way. So I plan to buy some more cabinets to put under my desk (it's basically a table with no storage space). So I'll start by looking in thrift stores, and if no success, I'll see what may be on sale in other stores.

F. Even if organization is not your favourite thing, you probably have some people in your life who enjoy it. Why not invite one or two of them over to have a look at the areas you want to improve and give some ideas and tips. Who knows? They might have some great ideas you never thought of, and maybe they'll jump in and help you tackle your mess (especially if you are willing to help them out some way in exchange).

G. Finally, if this is really a struggle for you, or if you need some more insight and motivation to get it done, consider hiring a life coach. It's true that organizing and cleaning have never been my forte, but on the other hand, I love prioritizing, planning and making things happen, and I love helping others do the same. So give me a call. I believe you'll get great results!

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HOW TO USE THE WORKBOOK:

The actual workbook is on page 7 to 12. The first few pages apply to the state of your entire house (to build motivation and get an overview), but pages 9 to 12 are for specific areas of your house, and you can print out more copies of these, as you move onto new areas.

Even though you will make a list of long term goals for what you eventually want to conquer in your house, you will begin tackling only one area (maybe two) so that you don't feel overwhelmed and so you can gain a sense of accomplishment and victory from making progress in an area little by little.

So after writing your overview notes, you will choose one area to zone in on. Make it the place you'd most like to have order. Maybe it's a more public place that you want to look orderly when family members and friends come in the door. Maybe it's a place in which you spend a lot of time, and you need to have some organization to help you feel comfortable there. Or maybe it's a place that's been bothering you for a long time.

For me, my desk/office area was a priority. ...I tried to get this area under control for a while, but it helped to brainstorm and plan my "organizational attacks" to motivate me and help me break it down into doable steps that I could get done... even happily!

PLANS AND ACTION:

Okay, once you've chosen a focus area, now comes the strategizing. On page 9, write down what you want for this area. For example, do you want it to look good? Do you want to feel peaceful there? Do you want to be able to find things easily?

Next you'll break each large area into "small areas", so you can really concentrate your efforts. Write down each "small area" (I've given space for three areas, but you can use a separate paper if there are more areas) and then write the issues and problems in this area that you want to fix. Perhaps one issue is that you seem to have too much stuff here. Or maybe you just don't know where things should go. Maybe the kids play here and it seems to be a perpetual mess.

Under each issue/problem, brainstorm some possible solutions. You may come up with some ideas you've never thought of, and perhaps your organization-loving friend will have some ideas, if you ask, too.

Next, circle the solutions that sound doable.

If it helps, write down what people or resources could help you and supplies you'll need. For example, you could write, "ask Melanie how she organized her baby room closet" or write "I need storage bins for the toys".

And finally, begin to make a list of next steps for tackling the area. For example, you might write "go shopping in thrift stores to look for storage bins" or you might write "go through each paper and throw out what I don't need; file the others".

I've included a place to log in the time you put in. I don't know about you, but it's motivating to me to see how much work I've already done.

VICTORY!

Now it's time to record your accounts of progress and victory. If you like, put some before and after pictures here (or e-mail them to me if you like: passionfruitfullife@gmail.com). Also, write about what you learned from the experience of organizing this area. Think of a way to celebrate your victory and put it in action. You deserve it for your hard work!

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Finally, think about how you can maintain this state of orderliness and cleanliness. It can be easy to “let things go” and if that does happen, don't get discouraged. Part of this is nature as we use a space, and you might have to begin making habits of ongoing straightening-up. For example, maybe you could write “tidy up the office for 10 minutes 5 days a week”.

You could also reuse the worksheets to address new issues or problems you've noticed about the area, and conquer them as well!

Now that you have some victory in one area, take a break if you like, but then use that momentum to begin planning your next area of “organizational” attack.

Soon your home will begin to look more and more orderly—a place of peace and organization that you can be proud of.

I'd love to hear about it, so again, feel free to e-mail me with stories or pictures. Also, if you notice some ways this e-book could be improved, I'd be glad to hear about it.

And finally, if you'd like some additional coaching to help you with organization or with other areas in your life you feel stuck, I'd be happy to hear from you. I love to help women live lives of passion and purpose that make a difference! Contact me by e-mail or phone and book a 20-minute Discovery call to see if coaching with me is for you.

Happy organizing! --Erica Morrison, Certified Professional Life Coach

WORKBOOK:

OPERATION ORGANIZATION ON THE HOME FRONT

A. SOME PRELIMINARY QUESTIONS FOR MOTIVATION:

To plan our “cleaning and organizing” attacks, let's take an overview of your home and see what the “state of the mess” is right now. Answer the following questions (in writing is often best) to help you think about how things are and what you'd like to change:

1. What do you think is the general state of things in your house right now when it comes to organization, tidiness, and cleanliness?
2. Where are the biggest (or most bothersome) messes located?
3. What do you think have been the obstacles to organization in your home so far?
4. *Why* do you want to get more organized? Try to list a few reasons.
5. What do you envision when it comes to general home organization (what's your end goal)?

B. YOUR BIG PICTURE PLAN:

1. List different areas in your home that you'd like to get organized. Remember, you can't tackle them all at once. Depending on the state of your home, it could take a year or more to get the whole place organized. But it's good to have a running list so you can prioritize where's most important for you to start and go from there:

2. Now, which are the areas you'd most like to work on first? Which bother you the most? Which would give you the greatest satisfaction to conquer? Pick three areas and write them down:

3. Now choose your first area in which to bring order to, and you can soon begin to work on the planning worksheets.

C. FOCUS AREA WORKSHEETS

1. FOCUS AREA: _____

2. END GOAL/VISION:

3. A. ISSUE/PROBLEM #1: _____

POTENTIAL SOLUTIONS: _____

B. ISSUE/PROBLEM #2: _____

POTENTIAL SOLUTIONS: _____

C. ISSUE/PROBLEM #3: _____

POTENTIAL SOLUTIONS: _____

4. TEAMMATES/RESOURCES/SUPPLIES NEEDED:

5. NEXT STEPS:

6. LOG OF MY TIME PUT IN:

Date and Start and Finish Times:	What I Did	Total Time

D. VICTORY RECORDS

1.BEFORE PICTURE:

2.AFTER PICTURE:

3. SUMMARY OF WHAT WORKED:

4. WHAT I LEARNED:

5. MY REWARD FOR ORGANIZING THIS AREA:

6. COMPLETED REWARD? YES NO

7. SOME IDEAS TO MAINTAIN THE PEACE + ORDER IN THIS AREA:

8. TEAMMATES AND RESOURCES TO HELP ME DO THIS:

E. GREAT WORK! Go ahead and e-mail me pictures or stories of your progress or successes if you like. I'd love to hear them :) Also, feel free to share your struggles and any ideas for how I can improve this e-book. Thanks! --Erica Morrison, passionfruitfullife@gmail.com

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